

## Preparing for Your Next Food Safety Audit

Congratulations on operating your farm for the last year under science-based, best agricultural practices. If you have been following ALL the practices and keeping up with your log sheets, you are easily ready for your next audit. To make sure you are ready, please do the following:

1. Update your “manual” on the PrimusLabs’ website so it has the current year’s date on it. Read the PDF over carefully to make sure that you have addressed any of the corrective issues that are highlighted. Fix everything that is a problem BEFORE the auditor comes. Put the new document in your Food Safety binder.  
<http://intranet.primuslabs.com/igap/>
2. Make sure you have the most recent Good Agricultural Practices (GAPs) or Good Manufacturing Practices (GMPs) audit – it is called, **Checklist**, on the Primuslabs’ website:  
<http://www.primuslabs.com/rs/Documents.aspx> Download the latest version and put the new document in your Food Safety binder.
3. Make sure your product labels, field harvest-date gun, invoices, and customer list PROVE that you can recall products quickly in the case of an outbreak.
4. According to question 1.02 of the audit – perform a “self-audit” of your operation using the latest **Checklist** (audit) and have that marked-up copy available for review. Fix any problems that are noted BEFORE the auditor is called.
5. Download the latest version of the matching Standard Operating Procedures (SOPs) from our website. We have a Ranch/Farm, Greenhouse, and a spreadsheet of logs for a Packinghouse. You need to adopt and modify these to fit your farm. Again, while these have been crafted by the College of Tropical Agriculture and Human Resources’ Farm Food Safety team, they are generic and they need to fit your farm. They are the behaviors you are saying that you are doing and you need to always operate under them.  
<http://www.ctahr.hawaii.edu/adap/FoodSafety/Grower/FarmManual/sops.htm>
6. Download any logs you might need – some logs have been updated or requirements changed. You can modify or develop your own logs to address recordkeeping requirements for the audit as well, but make sure they provide information needed! [http://www.ctahr.hawaii.edu/adap/FoodSafety/Grower/FarmManual/log\\_sheets.htm](http://www.ctahr.hawaii.edu/adap/FoodSafety/Grower/FarmManual/log_sheets.htm)
7. Get current water samples tested at a certified testing laboratory. Look on this Department of Health page for the link to “Drinking Water Testing Labs” list: <http://hawaii.gov/health/environmental/water/sdwb/index.html> You can use other labs as long as they are using nationally-approved water testing protocols. Get a sample of irrigation water at the first place it comes on the farm, in the middle of the field, and at one produce washing station. Follow the water sampling protocol that is in your manual under “water tests”. Have the lab test for total coliforms and *E. coli*, at the very least.
8. Contact us if you need some tune-up advice.  
**Oahu / Kauai / Hawaii** – Jim Hollyer, 808.956.9539, [hollyer@hawaii.edu](mailto:hollyer@hawaii.edu).  
**Maui / Hawaii** – Luisa Castro, 808.878.1213 x 27, [Luisac@hawaii.edu](mailto:Luisac@hawaii.edu)  
**Maui / Molokai** – Lynn Nakamura-Tengan, 808-244-3242 x 233, [lynnnaka@hawaii.edu](mailto:lynnnaka@hawaii.edu)
9. Call the HI Department of Agriculture on Oahu to schedule your audit (808) 832-0714.
10. Contact us when you have passed your audit to modify your listing on the official website:  
<http://www.hifarmsafe.org/>

Good luck!